

Integrated Travel Manager
Fiscal Year End Travel – Trip Dates in New Fiscal Year
Guidance for Completing a Travel Authorization with Subject to Availability of Funds (SAF)
Processing (on or after 08/01/2009)

Important: Travel Authorizations (TAs) entered BEFORE August 1, 2009 *should not* follow this guidance unless amended on or after August 1, 2009.

These procedures are applicable for TAs created or amended on or after August 1, 2009 with a trip date beginning or ending in the New Fiscal Year (FY).

With the November 2008 implementation of ITM 9.0, funds availability checking and the obligation of travel expenses occurs during the TA approval process. In order to ensure expenses incurred in the new FY are appropriately funded against new FY budgets, users should select current FY accounting (ACCS) codes for expenses incurred prior to October 1st, and select new FY ACCS codes for expenses incurred on or after October 1st.

Although funding associated with new FY ACCS codes will not be available prior to October 1st, SAF processing allows users to record their intended new FY ACCS codes when the TA is created prior to the start of the new FY, however, it prevents the associated new FY funds from being obligated.

Steps for Preparers:

The following steps are required for TAs created or amended on or after August 1, 2009 containing new FY Begin or End trip dates:

1. Create the TA. As with any other TA, the system will calculate the Lodging and M&IE based upon the trip dates and any additional expenses may be added as necessary
2. Enter any comments on the Trip Information tab, as needed.

Note: In addition to any comments entered by the user, once the Approving Official stamps the TA "Approved," SAF processing will automatically generate a comment which states:

"This document is Conditionally Approved, Subject To Availability of Funds (SAF). CBA
OBLIGATION #: <Obligation Number> Organization ID: <Bureau and FMC Org Code> TRAVELER
PO#: <PO Number>."

3. Select a current FY accounting code(s) to fund current FY expenses, if applicable.

Select a new FY accounting code(s) to fund new FY expenses. If the desired ACCS code(s) is not setup in Travel Manager, users may add the ACCS code(s) by using the Add button on the Available Accounting Code screen.

4. Allocate expenses to the correct accounting year. If the TA contains both current FY and new FY trip dates, perform allocation to apply the current FY expenses to the current FY ACCS code(s) and the new FY expenses to the new FY ACCS code(s). Allocation occurs in the Accounting window and is only enabled once multiple ACCS codes have been selected.

To allocate, click on Accounting on the Document Toolbar. Then click on one of the Allocate links.

Note: These links will not appear until multiple ACCS codes have been selected for the document.

powered by **gelco** Expense Management

Gelco Travel Manager® 9.0

Setup Reports Logout Help

Document Preparation

User: Edward Wolfgang
Traveler: Carolyn Ayodeji
TA: JWW000004 (JWW000004)

- Document Summary
- DOC Conference
- Traveler Info
- Document Information
- Expenses
- Other Authorizations
- Accounting**
- Totals
- Document Status
- Perform Pre-Audits
- Preview Document
- Close Document

Available Accounting Code for JWW000004

Quick Tip
To select an account code, click the label link. To search by label, type some of the label in the field and click the Search button. To retrieve all account codes with the same label from all orgs, type the entire label and click the Retrieve button. [more](#)

For this Document you can:
[Add](#) New Accounting Code
[Back](#) [Continue](#)

Enter Search Criteria
Accounting Code [Search](#) [Retrieve](#)

Master Accounting Code [Click Accounting Code Label to add to Document](#)

Search Results [Prev 20](#) [Next 20](#)

Organization	Label	Classification Code
H-06-02	SAF FY09	2009- 14- 19WKG01P00- 10010000- 00000000- ----
H-06-02	SAF FY10	2010- 14- 28LAF01P00- 30310000- 00000000- ----
H-06-02	AOD - Receiv	2008- 14- F8PFS89P00- 06020001- 04030000- ----
H-06-02	ASC	2009- 14- G8PFS88P00- 06020001- 01000000- ----
H-06-02	CAPB	2008- 14- F8PFS89P00- 06020001- 04020000- ----

Accounting Code for JWW000004

[Click an item to edit/delete it](#)

Organization	Label	Default	Classification Code	Extended Code	Allocate
H-06-02	SAF FY09	<input checked="" type="radio"/>	2009- 14- 19WKG01P00- 10010000- 00000000- ----	Extended	Allocate
H-06-02	SAF FY10	<input type="radio"/>	2010- 14- 28LAF01P00- 30310000- 00000000- ----	Extended	Allocate

[Edit](#) [Delete](#)

Users can allocate using any of the methods available in the ITM software. These are taught as part of ITM New User or Refresher training. Selection of the allocation method will be determined by the end result that the preparer wishes to accomplish. Click on the desired method of allocation and allocate expenses appropriately.

For documents where there is one current FY ACCS and one new FY ACCS, and the goal is simply to allocate the expenses between those two codes to apply the appropriate fiscal year funding, it is recommended that users choose Allocate by Expense, or Allocate by Date Range.

To Allocate by Expense:

There are two ways to allocate by individual expense. The first is to click on the Expense Level Allocation Tab, and then click on one of the links under Allocate by Expense.

powered by **gelco** Expense Management

Gelco Travel Manager® 9.0

Setup Reports Logout Help

Document Preparation

User: Edward Wolfgang
Traveler: Carolyn Ayodeji
TA: JWW000004 (JWW000004)

- Document Summary
- DOC Conference
- Traveler Info
- Document Information
- Expenses
- Other Authorizations
- Accounting**
- Totals
- Document Status
- Perform Pre-Audits
- Preview Document
- Close Document

Accounting Code Allocation Summary for JWW000004

Quick Tip
Expenses can be allocated by percent, date, expense category / payment method, amount, or individual expense. [more](#)

For this Document you can:
[Close](#) Allocation Screen

Current Allocation Method: By Individual Expenses

Accounting Code Allocation Summary


[Breakdown By Expense Category](#) [Expense Level Allocation](#) [Document Level Allocation](#)

Expense Level Allocation

Organization	Label	Date	Allocate By	Allocate
H-06-02	SAF FY09	*	Expense Category / Payment Method	Expense
H-06-02	SAF FY10	*	Expense Category / Payment Method	Expense

Use the dropdown lists to the right of each expense to select the appropriate ACCS. Use the current FY ACCS code for expenses dated September 30th or earlier. Use the new FY ACCS code for expenses dated October 1st or later.

NOTE: The label name for the ACCS code will not necessarily reflect the fiscal year associated with the code. The person adding the ACCS code in Travel Manager determines the label name. The label names on the following screens include the fiscal year for demonstration purposes only.

powered by  **Gelco Travel Manager® 9.0**

Setup Reports Logout Help Document Preparation


User: Edward Wolfgang

Traveler: Carolyn Ayodeji

TA: JWW000004 (JWW000004)

- Document Summary
- DOC Conference
- Traveler Info
- Document Information
- Expenses
- Other Authorizations
- Accounting**
- Totals
- Document Status
- Perform Pre-Audits
- Preview Document
- Close Document

Allocate By Expense for JWW000004

 **Quick Tip**
From the drop down list, select the appropriate account label for each listed expense. 'Save' each set of expenses before navigating to the next group. Select 'Done' to save your final changes and return to the master allocation screen. Cancel only undoes changes for the current screen. [more](#)

For this Document you can:

Save Expense Allocations


Done Save & Exit Allocations

Cancel Expense Allocations

Date	Description	Pay Method	Sponsor Type	Amount	Organization/Label
09/28/09	Lodging	GOVCC		158.00	H-06-02/ SAF FY09
09/28/09	M&IE	OTHER		48.00	H-06-02/ SAF FY09
09/29/09	Lodging	GOVCC		158.00	H-06-02/ SAF FY09
09/29/09	M&IE	OTHER		64.00	H-06-02/ SAF FY09
09/30/09	Lodging	GOVCC		158.00	H-06-02/ SAF FY09
09/30/09	M&IE	OTHER		64.00	H-06-02/ SAF FY09
10/01/09	Lodging	GOVCC		158.00	H-06-02/ SAF FY09
10/01/09	M&IE	OTHER		64.00	H-06-02/ SAF FY09
10/02/09	Lodging	GOVCC		158.00	H-06-02/ SAF FY09
10/02/09	M&IE	OTHER		64.00	H-06-02/ SAF FY09
10/03/09	M&IE	OTHER		48.00	H-06-02/ SAF FY09

Click an expense to allocate to selected account

Your finished allocation should look similar to this. Click Done.

powered by  **Gelco Travel Manager® 9.0**

Setup Reports Logout Help Document Preparation


User: Edward Wolfgang

Traveler: Carolyn Ayodeji

TA: JWW000004 (JWW000004)

- Document Summary
- DOC Conference
- Traveler Info
- Document Information
- Expenses
- Other Authorizations
- Accounting**
- Totals
- Document Status
- Perform Pre-Audits
- Preview Document
- Close Document

Allocate By Expense for JWW000004

 **Quick Tip**
From the drop down list, select the appropriate account label for each listed expense. 'Save' each set of expenses before navigating to the next group. Select 'Done' to save your final changes and return to the master allocation screen. Cancel only undoes changes for the current screen. [more](#)

For this Document you can:

Save Expense Allocations

Done Save & Exit Allocations

Cancel Expense Allocations

Date	Description	Pay Method	Sponsor Type	Amount	Organization/Label
09/28/09	Lodging	GOVCC		158.00	H-06-02/ SAF FY09
09/28/09	M&IE	OTHER		48.00	H-06-02/ SAF FY09
09/29/09	Lodging	GOVCC		158.00	H-06-02/ SAF FY09
09/29/09	M&IE	OTHER		64.00	H-06-02/ SAF FY09
09/30/09	Lodging	GOVCC		158.00	H-06-02/ SAF FY09
09/30/09	M&IE	OTHER		64.00	H-06-02/ SAF FY09
10/01/09	Lodging	GOVCC		158.00	H-06-02/ SAF FY10
10/01/09	M&IE	OTHER		64.00	H-06-02/ SAF FY10
10/02/09	Lodging	GOVCC		158.00	H-06-02/ SAF FY10
10/02/09	M&IE	OTHER		64.00	H-06-02/ SAF FY10
10/03/09	M&IE	OTHER		48.00	H-06-02/ SAF FY09

Click an expense to allocate to selected account

Allocation by individual expense can also be done directly from the Expenses screen. Click on Expenses, and then scroll all the way to the right. The Accounting Code column will display the ACCS code that is currently assigned to each expense.

- If multiple ACCS codes have already been selected on the Accounting screen, then they will be listed in the dropdown list for each expense.
- If multiple ACCS codes have not been selected on the Accounting screen
 - Click on the binocular icon to the right of the Accounting Code field
 - Select the desired ACCS from the Master List
 - Once a code has been selected in this manner, it will appear in the dropdown lists for each remaining expense on the document.
 - If the desired ACCS code is not listed, click on Accounting to add it from the Accounting screen

powered by **gelco** Expense Management

Gelco Travel Manager® 9.0

Setup Reports Logout Help

Document Preparation

User: Edward Wolfgang
Traveler: Carolyn Ayodeji
TA: JWW000004 (JWW000004)

• Document Summary
• DOC Conference
• Traveler Info
• Document Information
• **Expenses**
• Other Authorizations
• Accounting
• Totals
• Document Status
• Perform Pre-Audits
• Preview Document
• Close Document

Authorization: JWW000004

a different expense. To edit expense details not displayed below, click on the binocular icon. To delete an expense, use the check box. Enter all expenses and click on the Save button.

For this Page you can:

Display Express Expense Screen

Save Expense Changes
Reset All Lodging
Clear Changes
Back Continue

Currency: U.S. Dollar

Expense Description	Expense Category	Cost	Payment Method	Copy Through	Accounting Code
Lodging-PerDiem	Lodging-PerDiem	158.00	GOVCC		H-06-02/ SAF FY10
M&IE-PerDiem	M&IE-PerDiem	48.00	OTHER		H-06-02/ SAF FY09
Lodging-PerDiem	Lodging-PerDiem	158.00	GOVCC		H-06-02/ SAF FY09
M&IE-PerDiem	M&IE-PerDiem	64.00	OTHER		H-06-02/ SAF FY09
Lodging-PerDiem	Lodging-PerDiem	158.00	GOVCC		H-06-02/ SAF FY09
M&IE-PerDiem	M&IE-PerDiem	64.00	OTHER		H-06-02/ SAF FY09
Lodging-PerDiem	Lodging-PerDiem	158.00	GOVCC		H-06-02/ SAF FY09
M&IE-PerDiem	M&IE-PerDiem	64.00	OTHER		H-06-02/ SAF FY09
Lodging-PerDiem	Lodging-PerDiem	158.00	GOVCC		H-06-02/ SAF FY09
M&IE-PerDiem	M&IE-PerDiem	64.00	OTHER		H-06-02/ SAF FY09

powered by **gelco** Expense Management **Gelco Travel Manager® 9.0**

Setup Reports Logout Help **Document Preparation**

User: Edward Wolfgang
 Traveler: Carolyn Ayodeji
 TA: JWW000004 (JWW000004)

• Document Summary
 • DOC Conference
 • Traveler Info
 • Document Information
 • **Expenses**
 • Other Authorizations
 • Accounting
 • Totals
 • Document Status
 • Perform Pre-Audits
 • Preview Document
 • Close Document

Authorization: JWW000004

a different expense. To edit expense details not displayed below, click on the asterisk icon. To delete an expense, use the check box. Enter all expenses and click on the asterisk icon.

Search

For this Page you can:
 Display Express Expense Screen
 Save Expense Changes
 Reset All Lodging
 Clear Changes
 Back Continue

Currency: U.S. Dollar

Expense Description	Expense Category	Cost	Payment Method	Copy Through	Accounting Code	Type
Lodging-PerDiem	Lodging-PerDiem	158.00	GOVCC		H-06-02/ SAF FY10	
M&IE-PerDiem	M&IE-PerDiem	48.00	OTHER		H-06-02/ SAF FY09	
Lodging-PerDiem	Lodging-PerDiem	158.00	GOVCC		H-06-02/ SAF FY09	
M&IE-PerDiem	M&IE-PerDiem	64.00	OTHER		H-06-02/ SAF FY09	
Lodging-PerDiem	Lodging-PerDiem	158.00	GOVCC		H-06-02/ SAF FY09	
M&IE-PerDiem	M&IE-PerDiem	64.00	OTHER		H-06-02/ SAF FY09	
Lodging-PerDiem	Lodging-PerDiem	158.00	GOVCC		H-06-02/ SAF FY09	
M&IE-PerDiem	M&IE-PerDiem	64.00	OTHER		H-06-02/ SAF FY09	
Lodging-PerDiem	Lodging-PerDiem	158.00	GOVCC		H-06-02/ SAF FY09	
M&IE-PerDiem	M&IE-PerDiem	64.00	OTHER		H-06-02/ SAF FY09	

To Allocate by Date Range:

Click on the Expense Level Allocation Tab, and then click on one of the asterisks under Date.

powered by **gelco** Expense Management **Gelco Travel Manager® 9.0**

Setup Reports Logout Help **Document Preparation**

User: Edward Wolfgang
 Traveler: Carolyn Ayodeji
 TA: JWW000004 (JWW000004)

• Document Summary
 • DOC Conference
 • Traveler Info
 • Document Information
 • Expenses
 • Other Authorizations
 • **Accounting**
 • Totals
 • Document Status
 • Perform Pre-Audits
 • Preview Document
 • Close Document

Accounting Code Allocation Summary for JWW000004

Quick Tip: Expenses can be allocated by percent, date, expense category / payment method, amount, or individual expense. [more](#)

For this Document you can:
 Close Allocation Screen

Current Allocation Method: By Individual Expenses

Accounting Code Allocation Summary

Breakdown By Expense Category Expense Level Allocation Document Level Allocation

Expense Level Allocation

Organization	Label	Date	Allocate By	Allocate By
H-06-02	SAF FY09	*	Expense Category / Payment Method	Expense
H-06-02	SAF FY10	*	Expense Category / Payment Method	Expense

The Begin Date fields will be empty. Enter the Begin Date for the expenses that should be applied to the current FY ACCS. Then enter the Begin Date for the expenses that should be applied to the new FY ACCS. Dates may be manually keyed, or may be selected by clicking on the Calendar icon next to each field. Click Save.

powered by **gelco** Expense Management **Gelco Travel Manager® 9.0**

Setup Reports Logout Help **Document Preparation**

User: Edward Wolfgang
 Traveler: Carolyn Ayodeji
 TA: JWW000004 (JWW000004)

• Document Summary
 • DOC Conference
 • Traveler Info
 • Document Information
 • Expenses
 • Other Authorizations
 ► **Accounting**
 • Totals
 • Document Status
 • Perform Pre-Audits
 • Preview Document
 • Close Document

Allocate By Date for JWW000004

Quick Tip
 Enter a begin date for each account label, or use the calendar icon to select one. The earliest expense date must be entered before the selections can be saved; cancel at any time without saving. [more](#)

Earliest Expense Date: 09/28/09

Organization	Label	Begin Date
H-06-02	SAF FY09	09/28/09
H-06-02	SAF FY10	10/01/09

For this document you can:
 Date Changes
 Date Changes

If a document requires allocation by one of the methods not outlined above and you require assistance, please contact the NOAA Client Services Help Desk at 301-427-1023.

- Click on Pre-Audits and review any Fiscal Year End Warnings. For a complete list of warnings and errors, please refer to the ITM 9.0 Reference Messages document. This document can be found at <http://www.corporateservices.noaa.gov/~cbs/travel.htm> under the ITM 9.0 Reference Library section.
- Make corrections as needed, based on Pre-Audit results.
- Complete the TA under normal processing procedures, allowing the document to follow customary routing and approval processes. Once approved, the document will receive the following status stamps:

APPROVED

DATA LINK

SAF APPROVED

Only funding associated with current FY accounting is data linked and obligated. Funding associated with new FY accounting is not obligated until after October 1 – see the next processing step performed by the Financial Systems Division (FSD).

- On or shortly after October 1, FSD will run a process to obligate funds allocated to new FY ACCS codes on all SAF Approved documents. When funding associated with the New FY ACCS obligates, the document will receive the following status stamp:

DATA LINK Stamped by SAF batch routine

- If the funds associated with new FY accounting do not obligate after several attempts, FSD will notify the preparer of the TA. The preparer will need to create an Amendment to correct the new FY accounting.

IMPORTANT: The Amendment is a complete replacement of the original document. Therefore, both the current FY accounting (previously processed and obligated) and the new FY accounting (not yet obligated) MUST be included on the Amendment.

Steps for Reviewers/Approvers:

The following applies to TAs created or amended on or after August 1, 2009 containing new FY Begin or End trip dates/ACCS codes:

1. Review/Approve the SAF authorization following the same steps used to review/approve a normal non-SAF document.
2. Once the document is stamped Reviewed or Approved, the pre-audit screen will appear, just like it does for normal non-SAF documents. Users will notice several Fiscal Year End Warnings. For a complete list of warnings and errors, please refer to the ITM 9.0 Reference Messages document. This document can be found at <http://www.corporateservices.noaa.gov/~cbs/travel.htm> under the ITM 9.0 Reference Library section.
3. Approvers: Stamping a document Approved will automatically add the following message to the Comments section of the document:

“This document is Conditionally Approved, Subject To Availability of Funds (SAF). CBA
OBLIGATION #: <Obligation Number> Organization ID: <Bureau and FMC Org Code> TRAVELER
PO#: <PO Number>.”

To view/confirm this comment, users may:

- a. Scroll to the bottom of the Document Summary screen and view the Comments section.
- b. Click on Document Information and then click on the Trip Information tab
- c. Preview Document and scroll to the Comments section

Users will not see this comment until completion of the approval stamping process.

4. Approvers should wait for the obligation information to display as a message on the Home Page, just like any other authorization. However, the message displayed will state one of the following depending on trip dates:
 - a) For a TA created in the current FY with trip dates beginning in the current FY and ending in the new FY:

“CBA Obligation#:NNNNNNNN-000(IN)”
TRAVELER PO#:NNNNNNNN-000(IN)”
“NEWFY amounts SAF APPROVED but not posted. (WN)”

These messages reflect successful posting/obligation of current FY funds and indicate any funding allocated to the new FY are not posted as a result of SAF.

- b) For a TA created in the current FY with trip dates beginning and ending in the new FY:

“\$0 document not processed through interface (W1)”

“NEWFY amounts SAF APPROVED but not posted. (W 2)”

These messages indicate funding was not obligated on behalf of the TA as the ACCS code(s) selected on the TA is exclusive to new FY.

5. Upon approval, SAF TAs will be placed in a status of SAF Approved. Expense amounts allocated to the current FY will be obligated at that time. Expenses allocated to new FY will be suspended until FSD runs the SAF Batch Posting process on or shortly after October 1st. Once that occurs and expenses allocated to new FY are successfully obligated, the TA status will be updated to Data Linked.

Vouchers:

- With the exception of long-term TDY travel, preparers are advised not to create vouchers against SAF authorizations until the authorization status has updated from SAF Approved to Data Linked.